
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6106	SPAHRs Approval Process – Approval Record	Revision Date: 09/14/2010
		Version: 3

**SPAHRS Approval Process
Approval Record
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APPROVAL RECORD

Objective

Understanding of how the approval record is stored and accessed.

Outcome

Ability to access approval records is achieved.

General

This screen is the actual approval record created from approvals applied to transactions. This screen is "Read Only" by user agencies. When the desired transaction code has been entered, the user can press F9 to see the actual transaction. The user can press F11 to read the approval notes that were entered (not tied to the transaction screen) and press F11 again to display the approvers. The user can then scroll through all levels of review points by pressing the F8 key.

This record is not tied to the transaction but is the actual approval record. If notes are added to a request when it is submitted for approval, the next person in the approval chain can read the note. The notes will be captured along with the approval record when approval is completed.

Only a control agency can modify an approval record.

Your Action ...	System Response ...
1. Choose SA (Systems Administration) from the Main Menu and press ENTER.	The Systems Administration Menu will appear.
2. Choose AM (Approval Menu) from the System Administration Menu and press ENTER.	The Approval Menu will appear.
3. Choose AP (Approval) from the Approval Menu and press ENTER.	The Approval screen will appear.

```

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/14/2010
PHIOAPOD PHIOAPOM Approval 09:14 AM
2 more >

Action: _ (A,B,C,D,M,N,P)
*Agency : ____
*Function Trans. : ____
Date Time Stamp :
Owner - *Agency: ____
*PIN: ____
User ID:

Notify - Originator(Y/N): _
*Agency: ____
*Pin: ____
User ID:

Key : _____ Note reqd: _
Status : - Processed after Completion: _
Start Date : _____ Date Resolution : _____ Program: _____
Originator : _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Disp Left Right Quit

```

Your Action ...	System Response ...
<p>4. To view a specific transaction, choose Display and enter the following information:</p> <p>*Agency: The agency code. *Function Transaction: The transaction identifier code.</p> <p>OR</p> <p>Enter Browse and the agency code and press ENTER.</p>	<p>A list of transactions is displayed and is sorted by the Transaction Code.</p>

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PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/14/2010
PHIOAPOB PHIOAP6M 09:21 AM

AGENCY Transaction Code Date NOTIFY NOTIFY APPROVAL
NBR Created PIN UID IND
-----
0160 AGYFY 04/30/1998 A
0160 AGYFY 05/26/1998 A
0160 AGYFY 07/07/1998 A
0160 AGYFY 07/27/1998 A
0160 AGYFY 11/24/1998 A
0160 AGYFY 04/12/1999 A
0160 AGYFY 05/03/1999 A
0160 AGYFY 05/19/1999 A
0160 AGYFY 06/04/1999 A
0160 AGYFY 03/07/2000 A
0160 AGYFY 05/23/2000 A

Approval Agency: 0160 Trans.: AGCFY Date: __ __ ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
<p>5. Place cursor on the desired record and press ENTER.</p>	<p>The system defaults the information about the Approval transaction.</p>

```

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/14/2010
PHIOAPOD PHIOAPOM Approval 09:23 AM
2 more >

Action: _ (A,B,C,D,M,N,P)
*Agency : 0160 PERSONNEL BOARD - STATE
*Function Trans. : AGYFY AGENCY FISCAL YEAR PROFILE
Date Time Stamp : 05/23/2000 04:22:53 PM
Owner - *Agency: 0161 DFA-FINANCE AND ADMINISTRATION
*PIN: 40____ SENIOR BUSINESS SYSTEMS ANALYST
User ID: PHFNC10 KATHERYN WOMACK

Notify - Originator(Y/N): N No
*Agency: ____
*Pin: ____
User ID:

Key : 01602000P_____ Note reqd: N No
Status : A Approved Processed after Completion: Y
Start Date : 05/23/2000 Date Resolution : 05/23/2000 Program: PHOAAF1D
Originator : PHAT132_
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Disp Left Right Quit
Approval-message 0160-AGYFY-16:22:53 displayed successfully
    
```

Your Action ...	System Response ...
<p>6. The following fields are defaulted by the system:</p> <p>Date Time Stamp: The date the transaction was created.</p> <p>Owner Agency/PIN/User ID: The agency number, PIN, and user ID of the owner of the business process (functional transaction).</p> <p>Notify Originator (Y/N): Yes if the originator is to be notified of the approval or No if not.</p> <p>Agency/PIN/User ID: The agency code, PIN, and User ID of the originator.</p> <p>Key: The system identifier number for the transaction.</p> <p>Note Reqd: A "Y" indicates that the originator of the approval record must add a note at the time the record is created.</p> <p>Status: The status of transaction; A is approved, N is returned with no action, or D is disapproved.</p> <p>Processed after Completion: Indicates if processing (updating) has taken place after the approval process has been completed.</p> <p>Start Date: The date the transaction was first sent for approval.</p> <p>Date Resolution: The date the final approval was applied.</p> <p>Program: The program that is executed behind the scenes to approve or disapprove.</p>	

Your Action ...	System Response ...
Originator: The originator's user ID and name.	
7. Press F11 to scroll to the next screen.	8. The second screen will appear.

```

PHFNC11 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/08/2006
PHIOAP0D PHIOAP1M Approval 02:18 PM
< 1 more 1 more >
Action: _ (A,B,C,D,M,N,P)

*Agency : 0160 PERSONNEL BOARD - STATE
*Function Trans.: TRAVL TRAVEL AUTHORIZATION
Date Time Stamp: 02/27/2001 10:31:46 AM

Originator's: RECORD BEEN APPROVED BY SYSTEM_____
Note NO APPROVERS FOUND_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Disp Left Right Quit
Scrolling performed.
    
```

Your Action ...	System Response ...
9. The following information is displayed: Date Time Stamp: The date and time the approval note was created. Originator's Note: The note placed on the approval record by the originator.	
10. Press F11 to scroll to the next screen.	The third screen will appear.

```

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/05/2006
PHIOAP0D PHIOAP2M Approval 09:42 AM
< 2 more
Action: (A,B,C,D,M,N,P)
*Agency : _____
*Function Trans.: _____
Date Time Stamp: _____

1 ___ Level: ___ Type: _ Approval reqd: _
Action upon disapp: _ Note reqd: _
Status: _
PRIMARY: *Agency: _____
*Pin: _____
User ID: _____

ALTERNATE: *Agency: _____
*Pin: _____
* User ID: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Disp Left Right Quit
    
```

Your Action ...	System Response ...
<p>11. The following information is displayed:</p> <p>Level: The level of the review point applying approval.</p> <p>Type: The type is P for Pool of approvers indicating only one must apply approval before moving to next review point; or A for all approvers to apply approval before moving to next review point.</p> <p>Appr Required: Y to require approval/disapproval decision before transaction can be released; N to allow viewing to release to next level.</p> <p>Action upon Disapp: C indicates the transaction is to continue to next level when approved or S to stop it from moving on to next level.</p> <p>Note Required: Y(es) indicates note is to be included with approval record. This note is not tied to the transaction; so it will not be seen again unless the actual approval record is accessed.</p> <p>Status: The status of the approval process.</p> <p>Primary/Alternate Agency/PIN/UserID: The Agency Number, PIN, and User ID of the primary and Alternate owners.</p>	